Statewide IT Policy and Standard Development Procedure

Development Phase

1. Action Request received

2a. CIO determines need for policy or standard

Is requested policy needed? — YES → **2b.** Policy or standard is prioritized

Is requested policy needed? — NO → Requestor Notified

2b. Policy or standard is prioritized → **2c.** Policy Manager is assigned

2c. Policy Manager is assigned → **3.** Development team is identified

3. Development team is identified → **4.** Development team drafts policy or standard

4. Development team drafts policy or standard → **5.** CIO, DOA Director and legal staff review draft policy or standard

5. CIO, DOA Director and legal staff review draft policy or standard → Are changes to the draft needed?

Are changes to the draft needed? — NO → **6.** Proceed to Review Phase

Are changes to the draft needed? — YES → (back to **4.**)

Review Phase

1. Draft reviewed by:
- ITB
- LFC
- Governor's Office/ OBPP
- Applicable Advisory Boards
- State Agencies
- Public

2. Comments are collected and reviewed

Are changes to the draft needed? — YES → (back to Development Phase **4.**)

Are changes to the draft needed? — NO → **3.** CIO Approves policy or standard - Proceed to Implementation & Notification Phase

Implementation & Notification Phase

1. Policy or Standard is posted on DOA website, notifications made

2. CIO coordinates with agencies to implement policy or standard with procedures or guidelines

3. Maintenance & Monitoring activities begin

Maintenance & Monitoring Phase

1. Policy or Standard details entered into database

1. Ongoing monitoring and tracking

2. Change requests are handled via policy or standard requirements

3. Reviews are performed via policy or standard requirements